KING COUNTY
SECURITY PROGRAM MANAGER
(INFORMATION SYSTEMS ANALYST IV)
PUBLIC HEALTH- SEATTLE & KING COUNTY
ADMINISTRATIVE SERVICES DIVISION/HIPAA COMPLIANCE PROGRAM
Annual Salary Range: $60,590- $85,468
Job Announcement No: 04MH4550TLT
OPEN: 8/30/04   CLOSE: Open Until Filled

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3ʳᵈ Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kristi Korolak at (206) 296-4776 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed**.** Applications may be faxed to 206-205-5430.

FORMS AND MATERIALS REQUIRED: A King County application form, data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue Suite 1200, Seattle, WA 98104

WORK SCHEDULE: This TLT position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of December 31, 2005.

POSITION SUMMARY: The purpose of this position is to provide security expertise to Public Health for compliance with the Security Rule of the Health Insurance Portability and Accountability Act (HIPAA). Public Health must implement by April 2005 a comprehensive, formal security program that encompasses physical and IT security as outlined in the HIPAA Security Rule. This position will work in conjunction with MIS and other sections within Public Health and is expected to provide expertise and knowledge in security best practices for use with implementation of the HIPAA security requirements. IT security expertise is a requirement. Elements of the security program will include, but are not limited to, security policies, technical and physical security standards, audit mechanisms, data classification, sanctions, modifications to current security practices that are not in compliance with HIPAA Security requirements, Disaster recovery and business continuity must be addressed at a department level. This position will work with Emergency Management Operations, MIS and other sections in Public Health involved in the establishment of a formal Disaster Recover and Business Continuity program at Public Health.

PRIMARY JOB FUNCTIONS INCLUDE:

- Establish a formal security program for Public Health.
- Establish security policies to include:
    - a) the physical security of Public Health, its locations and assets; and
    - b) technical security for all of Public Health IT infrastructure and application systems
- Security vendor/product analysis, CBA, and recommendations.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE http://www.metrokc.gov/ohrm/psd/openings.html Website Address (206)-296-8535 TTY

- Document the security program, all security policies & procedures and any other security related material.
- Plan and document security changes.
- Assist with identification of application security enhancements for existing systems.
- Assist with implementation of security solutions on Public Health.
- Assist with specific, security quality assurance issues such as testing and change management.
- Research HIPAA-specific security relative to Public Health, and recommend approaches and alternatives.
- Promote and sustain effective working relationships with staff from other groups, sections and teams within Public Health and outside agencies such as King County ITS.

QUALIFICATIONS:

- A bachelor's degree in computer science or the equivalent combination of education and experience.
- IT Security certification and education (CISSP preferred).
- Demonstrated knowledge and expertise in establishing security programs.
- Skill in Hands-On Security Management, and Security Policy and Procedure Development
- Expertise in systems analysis, documenting business data flows, and proposing technical options.
- Knowledge of network security concepts and security model design.
- Demonstrated knowledge of data communications and wide area networking technologies.
- Demonstrated understanding and knowledge of HIPAA Security Rule and other Security Regulations (such as Gramm-Leach-Bliley and Sarbanes-Oxley).
- Strong understanding of information security standards and technical security risk assessment using established Security Best Practices (such as ISO17799), NIST SP800 series, etc.).

NECESSARY SPECIAL REQUIREMENTS:
- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

UNION MEMBERSHIP: Non-Union

SEQUENCE NUMBER: 80-4047-9552